

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK

In re

ELECTRONIC MEANS FOR FILING,
SIGNING, AND VERIFICATION OF
DOCUMENTS

GENERAL ORDER
(Electronic Filing Procedures)

WHEREAS, Federal Rule of Civil Procedure "FRCP" 83 and Federal Rules of Bankruptcy Procedure "FRBP" 5005 (a)(2) and 9029, and Local Rules of Bankruptcy Procedure "LRBP" 1002-1, 5005-1, 9011-1(b), 9011-1(c) and 9021-1, authorize this court to establish practices and procedures for the filing, signing and verification of documents by electronic means; and

WHEREAS, a proposal for Administrative Procedures for Filing, Signing and Verifying Documents by Electronic Means and a proposed Electronic Filing System User's Manual (collectively, the "Electronic Filing Procedures") have been reviewed by the court; and

WHEREAS, the Electronic Filing Procedures are consistent with and further the responsibility of the Clerk of the Court for the control of the court's docket under FRBP 5005, including safeguarding the integrity of the court's docket; and

WHEREAS, the Electronic Filing Procedures do not impose fees inconsistent with the present fee structure adopted by the

Judicial Conference of the United States pursuant to 28 U.S.C. sections 1913, 1914, 1926 and 1930; and

WHEREAS, the Electronic Filing Procedures provide a means for the signature on documents through the mechanism of a password, in compliance with LRBP 9011-1(b) and LRBP 9011-1(c) and a secure mechanism for the creation and distribution of passwords; and

WHEREAS, the Electronic Filing Procedures provide adequate procedures for filing documents by parties who are not able to access the Electronic Filing System from a remote location by modem; and

WHEREAS, the Electronic Filing Procedures provide adequate access to review and retrieve the records and dockets of this court including access to parties who are not able to access electronic records from a remote location by modem; and

WHEREAS, the Electronic Filing Procedures do not impair the ability of the Clerk of the Court to perform statistical reporting responsibilities both to the court and the Administrative Office of the United States Courts; and

WHEREAS, the Electronic Filing Procedures are consistent with notice requirements of FRBP 2002:

NOW, THEREFORE, IT IS ORDERED that:

1. The proposal for Administrative Procedures for Filing, Signing and Verifying Documents by Electronic Means and proposed Electronic Filing System User's Manual attached as Exhibits 1 and 2 to establish administrative procedures for signing, filing, and verifying documents by electronic means in the court, including the procedure for registration of attorneys and for distribution of passwords to permit electronic filing and notice of pleadings and other documents, collectively the "Electronic Filing Procedures" be, and they hereby are, approved by the court.

2. Every petition, pleading, motion and other paper served or filed in accordance with the Electronic Filing Procedures, except a list, schedule, or statement, or amendments thereto, shall identify the initials and last four digits of the social security number of the attorney signing such pleading or other document, which shall constitute a signature of the responsible attorney under FRBP 9011 and LRBP 9011-1(b) and 9011-1(c).

3. No attorney shall knowingly permit or cause to permit his/her password to be utilized by anyone other than an authorized employee of his/her law firm.

4. No person shall knowingly utilize or cause another person to utilize the password by anyone other than an authorized employee of the law firm.

5. Pursuant to LRBP 9070(1), delivery of paper copies of pleadings and other documents will continue to be required unless and until such time as the individual judge assigned to case deems delivery of paper copies to be unnecessary.

6. The electronic filing of a pleading or other document in accordance with the Electronic Filing Procedures shall constitute entry of that pleading or other document on the docket kept by the clerk under FRBP 5003.

7. The Office of the Clerk will enter all orders, decrees, judgments, and proceedings of the court in accordance with the Electronic Filing Procedures, which shall constitute entry of the order, decree, judgment or proceeding on the docket kept by clerk under FRBP 5003 and for purposes of FRBP 9021.

8. Each person electronically filing a pleading or other document in accordance with the Electronic Filing Procedures shall serve, in the manner provided for below, the "Notice of Electronic Filing" generated by the Electronic Filing System and shall serve such notice on all recipients by hand, facsimile, or authorized e-mail, in the first instance, or by overnight mail if hand delivery or facsimile service is impracticable, which shall constitute

service of the pleading, order, decree, judgment or other document in accordance with the Electronic Filing Procedures. The filing party shall not be required to conventionally serve any other documents in connection with such filing on any party entitled to electronic notice, including the pleading or other document filed by that party. The Office of the Clerk shall serve the proponent of the order, decree, judgment or other court document with the electronically generated "Notice of Electronic Filing" by e-mail, facsimile or first class mail at the time of docketing. The proponent of the order shall serve the "Notice of Electronic Filing" received from the Office of the Clerk on all parties by facsimile or e-mail on all parties entitled to use the electronic filing system, and by overnight or first class regular mail for parties and attorneys without electronic filing capabilities.

9. Paper copies of notices mandated by FRBP 2002 (a)(1)(4)(5)(7) and (8) and (b)(1) and (2) will be required unless and until notice is requested by the recipient to be given electronically pursuant to FRBP 9036. Notice pursuant to FRBP 2002 (a)(2)(3) and (6) may be served in accordance with paragraph 8 above of this Order. If the recipient requests electronic notice pursuant to FRBP 9036, it may be served in accordance with paragraph 8 above of this Order.

10. Participants in the Electronic Filing System by receiving a password from the Court waive the right to receive notice and service conventionally in accordance with FRBP 7004 and FRBP 2002(a) and agree to receive notice and service by electronic means.

11. The original of this order shall be filed in accordance with the Electronic Filing Procedures with the Clerk of the Court and conventionally with the Clerk of the Court.

12. Amendments to this order may be entered from time to time in keeping with the needs of the Court.

13. This order is entered *Nunc Pro Tunc* to November 25, 1996.

Dated: June 26, 1997
New York, New York

/s Tina L. Brozman
Tina L. Brozman
Chief United States Bankruptcy Judge
Southern District of New York

**Electronic Means for Filing, Signing and
Verification of Documents**

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK

"Administrative Procedures for Electronically Filed Cases"

June 26, 1997
Exhibit to General Order #97-421

TABLE OF CONTENTS

I.	REGISTRATION FOR THE ELECTRONIC FILING SYSTEM	1
A.	Designation of Cases	1
B.	Passwords	1
C.	Registration	1
II.	ELECTRONIC FILING AND SERVICE OF DOCUMENTS	2
A.	Filing	2
B.	Service	2
C.	Signatures; Affidavits of Service	3
D.	Fees	4
E.	Orders	4
F.	Title of Docket Entries	5
III.	CONVENTIONAL FILINGS OF DOCUMENTS	6
A.	Conventional Filings	6
B.	Service of Paper or 3.5 Floppy Disk Filings	6
IV.	TECHNICAL REQUIREMENTS	7
V.	PUBLIC ACCESS TO THE SYSTEM	7

ADMINISTRATIVE PROCEDURES

I. REGISTRATION FOR THE ELECTRONIC FILING SYSTEM ("System")

A. Designation of Cases. The Court shall designate which cases shall be assigned to the Electronic Filing System.

B. Passwords. Each attorney admitted to practice in this Court shall be entitled to one System password to permit the attorney to participate in the electronic retrieval and filing of pleadings and other documents in accordance with the System. Registration for a password is governed by paragraph I.C.

C. Registration.

1. A registration form, in the form attached, shall be submitted for each attorney. The attached form may be duplicated for use.

2. All registration forms shall be mailed or delivered to the Office of the Clerk, United States Bankruptcy Court, Southern District of New York, One Bowling Green, New York, New York 10004-1408, Attn: Ellen Frank, System Department.

3. Each attorney registering for the System will receive telephonic notice from the Office of the Clerk indicating that an envelope containing the attorney's assigned System password is available for pick-up at the Office of the Clerk.

Only the attorney or an authorized representative may pick up the envelope. Out of state attorneys applying for registration may communicate with the Office of the Clerk to arrange for delivery of the system password.

4. Attorneys may find it desirable to change their court assigned passwords periodically. This can be done by contacting the Office of the Clerk, Systems Department. In the event that an attorney believes that the security of an existing password has been compromised and that a threat to the System exists, the attorney shall give immediate notice by telephonic means to the Clerk of Court, Chief Deputy Clerk or Systems Department Manager and confirm by facsimile in order to prevent access to the System by use of that password.

II. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. Filing.

1. Except as expressly provided for in paragraph III.A., below, all motions, pleadings, memoranda of law, or other documents required to be filed with the Court in connection with a case assigned to the System shall be electronically filed on the System.

2. All documents which form part of a pleading and which are being filed at the same time and by the same party may be electronically filed together under one docket number, e.g., the motion and a supporting affidavit, with the exception of a memorandum of law. A memorandum of law should be filed separately and shown as a related document to the motion.

3. As provided in Paragraph 9 of the General Order for Electronic Filing Procedures dated June 26,1997, paper copies of notices mandated by FRBP 2002 (a)(1)(4)(5)(7) and (8) and (b)(1) and (2) will be required unless and until notice is requested by the recipient to be given electronically pursuant to FRBP 9036. Notice pursuant to FRBP 2002 (a)(2)(3) and (6) may be served in accordance with paragraph II.B.1 hereof. If the recipient requests electronic notice pursuant to FRBP 9036, it may be served in accordance with paragraph II.B.1.

B. Service.

1. Each person electronically filing a pleading, order, decree, judgment or other document shall serve the "Notice of Electronic Filing" generated by the System on those parties entitled to electronic notice, by hand, facsimile or e-mail in the first instance, or by overnight mail if hand,

facsimile or e-mail service is impracticable, which shall constitute service under the System. In addition, a paper copy of the electronically filed pleading or other document shall be (I) delivered, by hand or overnight mail, to the chambers of the presiding judge in the case, together with a copy of the "Notice of Electronic Filing" unless and until the judge assigned to the case orders otherwise, and (ii) served on those parties not designated or able to receive electronic notice but nevertheless entitled to notice of said pleading or other document in accordance with the Federal Rules of Bankruptcy Procedure and the Local Rules of Bankruptcy Procedures except as otherwise provided by order of the Court. If such service of a paper copy is to be made, it shall be done in the manner provided in the Federal Rules of Bankruptcy Procedures and the Local Rules of Bankruptcy Procedure.

2. Except as provided in Paragraph III.B., below, for paper documents or documents filed on 3.5 inch floppy disk, the filing party shall not be required to serve any pleading or other documents (other than the "Notice of Electronic Filing" generated by the System) on any party entitled to electronic notice.

C. Signatures; Affidavits of Service.

1. Petitions, lists, schedules, statements, amendments, pleadings, affidavits, and other documents which must contain original signatures or which require verification under FRBP 1008 or an unsworn declaration as provided in 28 USC section 1746, shall be filed electronically with originally executed copies maintained by the filer. The pleading or other document electronically filed shall indicate a signature, e.g., "s/Jane Doe".

D. Fees Payable to the Clerk. For filings that require a fee, application for authorization of credit card payment may be made with the financial officer of the Office of the Clerk.

E. Orders. All signed orders (including, without limitation, orders to show cause) shall be filed electronically by the presiding judge in the case. In order to facilitate such filing, the party presenting the proposed order shall provide the presiding judge with a 3.5 inch floppy disk containing the proposed order, together with any document to be electronically filed in connection therewith. Said party shall also provide the presiding judge with a paper copy of all such documents. The Office of the Clerk will make the appropriate entry on the System to facilitate the docketing of an order.

F. Title of Docket Entries. The person electronically filing a pleading or other document will be responsible for designating a title for the document by using one of the categories contained in Schedule D hereto.

III. CONVENTIONAL FILING OF DOCUMENTS

A. Conventional Filings. The following documents shall be filed conventionally and not electronically unless specifically authorized by the Court:

1. Petitions to commence a case under the Bankruptcy Code;
2. Complaints initiating adversary proceedings;
3. Document(s) to be filed under seal. However, a motion to file documents under seal shall be filed electronically. The order of the Court authorizing the filing of such document(s) under seal shall be filed electronically by the presiding judge and shall indicate that the motion to file documents under seal has been "so ordered" in accordance with Paragraph II.E., above. A paper copy of the order shall be attached to the document(s) under seal and be delivered to the Clerk of Court or Chief Deputy Clerk of the Court; and

4. Exhibits to filed documents, such as leases, notes and the like, which are not available in electronic form. However, exhibits to filed documents can be electronically imaged and filed using Portable Document Format (PDF). Whenever possible, the attorney should extract and file electronically the relevant portions of conventionally produced documents.

B. Service of Conventional or 3.5 Inch Floppy Disk Filings. Pleadings or other documents which are filed conventionally or on 3.5 inch floppy disk rather than electronically shall be served in the manner provided for in, and on those parties entitled to notice in accordance with, the Federal Rules of Bankruptcy Procedure and the Local Rules of Bankruptcy Procedures except as otherwise provided by order of the Court.

IV. PUBLIC ACCESS TO THE SYSTEM DOCKET

A. Internet Access without a Password. Any person or organization other than those referred to in paragraph I.B.1. may access the System at the Court's Internet site at www.nysb.uscourts.gov. Such access to the System through the Internet site will allow retrieval of the docket sheet and

documents on a time delayed basis. Unless a user has a password, access to the System will be on a "read only" basis.

B. Public Access at the Court. The public will have electronic access to the documents filed in System and to the System docket in the Office of the Clerk, for viewing during regular business hours, Monday through Friday.

C. Conventional Copies and Certified Copies. Conventional copies and certified copies of the electronically filed documents may be purchased at the Office of the Clerk, Alexander Hamilton Custom House, One Bowling Green, New York, New York during business hours Monday through Friday. The fee for copying and certification will be in accordance with 28 USC section 1930.

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK
ELECTRONIC CASE FILING SYSTEM
ATTORNEY/PARTICIPANT REGISTRATION FORM**

LIVE SYSTEM

This form shall be used to register for an account on the Court's Electronic Filing System. Registered attorneys and other participants will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the Electronic Filing System. The following information is required for registration:

First/Middle/Last Name: _____

Last four digits of SS# _____

Bar ID# (if applicable): _____

Firm Name: _____

Firm Address: _____

Firm Federal ID#: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address: _____

By submitting this registration form, the undersigned agrees to abide by the following rules:

1) This system is for use only in cases permitted by the U.S. Bankruptcy Court for the Southern District of New York. It may be used to file and view electronic documents, docket sheets, and notices.

2) At this time, the requirements for filing, viewing, and retrieving case documents are: a personal computer (486 minimum) running a standard platform such as Windows, Windows 95, or Macintosh, an Internet provider using Point to Point Protocol (PPP), Netscap Navigator software version 3.0, and Adobe Acrobat Pro software to convert documents from a word processor format to a portable document format (PDF).

3) Pursuant to Federal Rule of Civil Procedure 11, Federal Rule of Bankruptcy Procedure 9011 and Local Rule of Bankruptcy Procedure 9011-1.

Every pleading, motion, and other paper (except list, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party.

An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The court will immediately delete that password from the electronic filing system and issue a new password.

4) An attorney's/participant's registration will constitute a waiver in law of conventional service of documents, including notice under FRBP 2002 and service under FRBP 7004, the attorney/participant agrees to accept service of notice on behalf of the client of the electronic filing by hand, facsimile or authorized e-mail.

Please return to : MIS Department, Att: Ellen Frank
U. S. Bankruptcy Court
Southern District of New York
One Bowling Green
New York, NY 10004

Applicant Signature

Initial of First & Last Name

Last 4 Digits SS#

Notary

**United States Bankruptcy Court
Southern District of New York**

**ELECTRONIC FILING SYSTEM
USER'S MANUAL**

(Last revision: June 18, 1997)

TABLE OF CONTENTS

PART I: GETTING STARTED

- A. INTRODUCTION
 - 1. Capabilities of System
 - 2. Help Desk
- B. REQUIREMENTS
 - 1. Hardware and Software Requirements
 - 2. How to Register for Access
- C. PREPARATION
 - 1. Setting Up the Acrobat PD. Reader
 - 2. Portable Document Format (PDF.)
- D. BASICS
 - 1. User Interactions
 - 2. Documents Filed In Error
- E. VIEWING YOUR TRANSACTION LOG
- F. USER'S TECHNICAL BULLETIN BOARD
- G. USERS MANUAL
- H. CREDIT CARD COLLECTION PROCEDURES

PART II: A STEP-BY-STEP GUIDE

- A. How to Access the System
- B. Logging In
- C. File a Document Feature
 - Correcting a mistake
 - 1. Filing a Motion or Application
- D. Displaying a Docket Sheet

United States Bankruptcy Court Southern District of New York

ELECTRONIC FILING SYSTEM USER'S MANUAL (Last revision: June 18, 1997)

PART I: GETTING STARTED

A. INTRODUCTION

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. It assumes a working knowledge of Netscape and Adobe Acrobat. For questions regarding Netscape or Adobe Acrobat, please refer to their instruction manuals.

1. Help Desk

Telephone the Court's Help Desk at (212) 668-2870 extension 3522 between the hours of 8:30 A.M. and 5:00 P. M. (New York time), Monday through Friday, if you need assistance.

2. Capabilities of System

The electronic filing system allows registered participants with Internet accounts and Netscape software to perform the following functions:

- ◆ Access the Court's web page
- ◆ Download the most recent version of the User's Manual
- ◆ Train personnel on a training system comparable to the official "live" system
- ◆ Electronically file pleadings and documents in actual ("live") cases
- ◆ View official docket sheets and documents associated with cases
- ◆ View various reports (*e.g.*, Cases Filed Report, Professional Fees Report, Judge's Calendar (for cases filed electronically))

- ◆ Download Netscape Browser and Portable Document Format (PDF) configuration information
- ◆ Submit comments and questions regarding the system

B. REQUIREMENTS

1. Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- ◆ a personal computer running a standard platform such as Windows
- ◆ Windows 95 or Macintosh
- ◆ an Internet provider using Point to Point Protocol (PPP)
- ◆ Netscape Navigator software version 3.0 or higher*
- ◆ Adobe Acrobat software to convert documents from a word processor format to portable document format (PDF).
- ◆ a scanner to transmit documents that are not in your word processing system

Note: For additional information and known problems, refer to Technical Notes (*Appendix I*).

* Due to security, a session can only be established using Netscape Navigator 3.0 or higher. **DO NOT USE** America On Line's version of Netscape Navigator, or a version of Netscape Navigator lower than 3.0.

2. How to Register for Access

Participants who have never used the system must telephone the court's Help Desk at (212) 668-2870 ext. 3522 to obtain a registration form if the participant has not already obtained one and to discuss the system requirements and the court's training assistance. The completed registration form must be returned to the Bankruptcy Court Clerk's Office, One Bowling Green, Room 534, New York, NY 10004-1408, for processing. Only after a user account has been established based on the registration form, is the participant issued a login and password that will provide access to the system. A training version of the system is provided on the Internet at <http://www.nysb.uscourts.gov> for practice purposes and may be used prior to submission of a registration form. Please make use of the training version to acquaint yourself with the system before attempting to file an actual document.

Note: A different set of logins and passwords are issued for the training and live systems.

C. *PREPARATION*

1. *Setting Up the Acrobat PDF Reader*

In order to view documents filed on the system, users must set up an Acrobat PDF reader. All pleadings are in PDF format. When installing this product, please review and follow Adobe's directions to utilize an Acrobat PDF reader after installation:

- ◆ At the system login screen select the "Options" pull down menu item from the top of the screen
- ◆ Select the "General Preferences" option
- ◆ Click on the "Helpers" tab at the top of the "Preferences" screen
A list of "File Types" appears
- ◆ Select the "application/PDF" file type
- ◆ Click on the "Browse" button and select a directory called "acroread"
- ◆ Within that directory is a file name called "acroread.exe." Select it and click on the "OK" button to exit.

The setup process is now complete.

2. *Portable Document Format (PDF)*

Only PDF (Portable Document Format) documents may be filed with the court using the court's Electronic Filing System. Be sure to view the PDF formatted document before sending it to ensure that it appears in its entirety and in the proper format (refer to Technical Notes in *Appendix I* for known problems) .

a. *How to View a PDF File*

- ◆ Start the Adobe Acrobat Exchange program.
- ◆ Go to the *File* menu and choose *Open*.
- ◆ Click on the location and file name of the document to be viewed.
- ◆ If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- ◆ If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.

- ◆ Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

b. *How to Convert Documents to PDF Format*

Conversion of any word processing document to PDF Format is required before submission to the court's electronic filing system.

The conversion process is relatively simple and can be accomplished in one of two ways depending on the word processing program you are using.

For WordPerfect and any other word processing program:

- ◆ Open the document to be converted.
- ◆ Select the **Print** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- ◆ Select **Adobe PDFWriter 3.x**.
- ◆ "Print" the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- ◆ Name the file, giving it the extension **.PDF**.
- ◆ Accept the option and the file is converted to a PDF document.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter. 3.x, and follow the directions above.

For Microsoft Word 95 or later:

- ◆ Open the document.
- ◆ Click on the **File** menu and select, **Create Adobe PDF**.
- ◆ Save the file as a PDF file, giving it a **.PDF** extension.

- ◆ The file is now in Adobe PDF format under the newly designated name, and the original document remains in its original form under the original name.

c. How to Image a Document

To image or scan a document using Adobe Acrobat Exchange:

- ◆ Open the Acrobat Exchange program.
- ◆ Click on the ***File*** menu and select ***Scan***.
- ◆ A screen appears prompting you to specify the type of document to be imaged. Depending on the scanner, one or more of the following options will be available:
 - Single-sided page (one page only)
 - Single-sided stack (multiple pages)
 - Double-sided page (one page only)
 - Double-sided stack (multiple pages)
- ◆ Refer to the scanner's instruction manual for more detailed operating instructions and insertion of procedures for document(s) to be scanned

Click on the appropriate option on the screen to begin the scanning process.
- ◆ When the imaging process is complete, the imaged document is displayed on screen. Verify that the document contains the correct number of pages.
 - ◆ If the document is lopsided or otherwise unacceptable, close it **WITHOUT** saving it, and begin the scanning process again.
- ◆ Once a document is satisfactorily scanned, save the imaged document to the hard drive or a floppy disk as a PDF file. Make a note where the file is stored for future access.
- ◆ The imaged document can now be electronically filed, or edited and mixed with other PDF files, as needed.

d. How to Edit and Combine Text & Image PDF Files

PDF files can be edited and mixed using the Adobe Acrobat Exchange program. With Acrobat Exchange you can extract, insert, replace, re-order or delete **whole** pages from a document. Acrobat Exchange DOES NOT allow editing of the contents of a given page.

- ◆ Start the Acrobat Exchange program and open the file to be edited.
- ◆ Click on the **Document** menu. Four (4) options are displayed that allow editing and combining of PDF files:

- 1) **Insert:** Allows insertion of pages from other documents into the document currently displayed.
- 2) **Extract:** Allows removal of pages from the document that is currently displayed.
- 3) **Replace:** Allows replacement of pages in the currently displayed document with pages from other PDF files.
- 4) **Delete:** Allows you to delete selected pages from the document currently displayed.

1) The **Insert** option:

- ◆ Choosing the Insert option displays a file selection screen.
- ◆ Select the PDF file to be inserted into the document currently displayed. (**Note:** The ENTIRE file will be inserted into the open document)
- ◆ Indicate whether the new document is to be inserted before or after a specific page of the original displayed document.
- ◆ Indicate the page of the original displayed document before or after which the new document will be inserted.
 - ◆ indicate first or last page, or a page number

2) The ***Extract*** option:

- ◆ Choosing the Extract option displays a screen that prompts you to designate the page(s) to be extracted from the document currently displayed. It further gives the option of deleting a page after it has been extracted.

When pages are extracted from a document, a new document window appears which displays the extracted page(s). This document is temporarily titled, “Pages extracted from <The Name of the Document>”.

- ◆ To go back and forth between the original displayed document and the document containing the extracted pages, click on the ***Window*** menu, and select the document you want to view.
- ◆ The extracted page(s) can be saved as a new document, and the original document can be saved with the changes made, by following the usual procedure for saving a document.

3) The ***Replace Option***:

- ◆ Choosing the Replace option brings up a file selection screen.
- ◆ Choose the PDF file in which the pages are to be replaced (the *target document*)
- ◆ In the next screen, designate which page(s) are to be replaced in the *target document*. (To designate a single page, the *From* and *To* number should both be the number of the page to be replaced).
- ◆ Choose the PDF file from which you will select the replacement pages (the *replacement document*)
- ◆ Designate the page(s) that will replace those in the *target document*. **Note:** the number of pages being replaced in the *target document* must match the number of pages being brought in from the *replacement document*.
- ◆ Click on ***Accept***, and the pages in the *target document* will be replaced with those from the *replacement document*.

4) The *Delete* Option:

- ◆ Choosing the *Delete* option displays a screen that prompts you to designate a range of pages to be deleted from the displayed document.
- ◆ Designate the pages to be deleted, click on *Accept*, and the selected page(s) will be deleted from the displayed document.

There are many ways to edit and combine documents using the above four commands. For example, to combine two files, one can be inserted at the end of another, and then any unwanted pages can be deleted. Or, needed pages can be extracted from one file, saved as a new file, and inserted into another file. The combined file can then be saved as a new document leaving the originals intact. If you get an undesired result, simply close the document, WITHOUT saving changes made, and start over by reloading the document.

D. BASICS

1. User Interactions

There are three general types of user interactions allowed by the system: entering data, using command buttons to tell the system what to do next, and clicking on hyperlinks. Command buttons and hyperlinks are used to instruct the system what to do next.

- ◆ Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- ◆ Command buttons are represented in this manual in [**bracketed boldface type**].
- ◆ Hyperlinks are represented in **underlined boldface type**, and if your monitor is a color monitor, they appear in blue type.

(Note: the most commonly used hyperlink, **Main Menu**, appears near the top of most screens just below the Netscape menu buttons.)

2. Documents Filed In Error

A document incorrectly filed in a case may be the result of posting the wrong PDF file to a docket entry, or selecting the wrong document type from the menu, or simply entering the wrong case number and not catching the error before the transaction is completed. To request a correction, telephone the Court's Help Desk at (212) 668-2870 extension 3522 as soon as possible after an

error is discovered. Be sure to have the case number and document number for which the correction is being requested. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to refile the document. The system will not permit you to make changes to the document(s) or docket entry filed in error once the transaction has been accepted.

E. VIEWING TRANSACTION LOG

This feature, selected from the **Main Menu**, allows you to review all transactions processed with your login and password. If you believe or suspect someone is using your login and password without permission, telephone the Court's Help Desk at (212) 668-2870 extension 3522 as soon as possible.

F. USER'S TECHNICAL BULLETIN BOARD

- Select this option from the **Main Menu** to post a message. Messages should relate to technical issues only.

Exhibit 1
User's Technical Bulletin Board

[[Post Message](#)] [[FAQ](#)]

Post A Message!

Name:

Email:

Subject:

Message:

Optional Link URL:

Link Title:

Optional Image URL:

[**Post Message**] [**Reset**]

- Enter your name, your e-mail address, the subject, and the text of your message, and click on the [**Post Message**] button to transmit the message. To clear any entries before they have been posted, click on the [**Reset**] button. To return to the Main Menu, select the **Main Menu** hyperlink on the top screen frame

G. USER’S MANUAL

The most recent version of the User’s Manual for the system is always available on-line in PDF format. Select this option from the **Main Menu** and the text of the manual is displayed (courtesy of Acroreader software). Select the PRINT option under the Acroreader’s pull down FILE menu to print a copy of the manual. Select the EXIT option under the Acroreader’s pull down FILE menu to return to the **Main Menu** after viewing or printing the User’s Manual.

H. CREDIT CARD COLLECTION PROCEDURES

The Department of the Treasury, through its Financial Management Service (FMS), has established a mechanism to enable federal agencies to accept credit cards (Visa and MasterCard only) for the collection of fees due to the government. This court has elected to participate in this program, which enables the court to collect fees in the most expeditious manner for documents filed both electronically and conventionally.

A lawyer or law firm electronically filing a document requiring a fee can pay such fee by credit card in advance of filing by telephoning the Intake Department at (212) 668-2870, Ext. 3506. A receipt number will be issued to the filer for entry into the electronic filing system. (All other accepted methods of payment, cash, attorney's check or money order are still available. Payments must be made in advance of filing a document utilizing the court's electronic filing system. A receipt number is needed in order to file a document requiring a fee.)

Do not call to pay the filing fee until you are ready to file your document. Once a receipt number is issued, the document must be filed before the start of the next business day (*e.g.*, if the fee is paid on Tuesday, the document must be filed before 8:30 am, Wednesday; if the fee is paid on Friday, the document must be filed before 8:30 am, Monday).

To take advantage of this method of payment, please have the required information on the following page readily available when telephoning Intake.

(It is anticipated that, eventually, the telephone call will be eliminated and the entire fee transaction will be electronic.)

***UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK***

***CREDIT CARD COLLECTION NETWORK
TELEPHONE AUTHORIZATION FORM***

TYPE OF CARD: **Master Card No:** [] **Visa Card No:** []

Card Number: _____

Expiration Date: _____

Name on Card: _____

Name of Caller: _____

Address: _____

City: _____ **State:** _____ **Zip Code** _____

Phone No: _____ **Fax No:** _____

Description of transaction:

Case Number: _____

Type of Fee: _____

Amount: _____

Signature: [TELEPHONE ORDER]

Date: _____

Authorization Code and Transaction Number: _____

Name of cashier accepting information: _____

PART II: A STEP-BY-STEP GUIDE

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training data base before trying to actually file a document.

A. *How to Access the System*

Users can get into the system via the Internet by going to the Court Web Page (Exhibit 2) at:

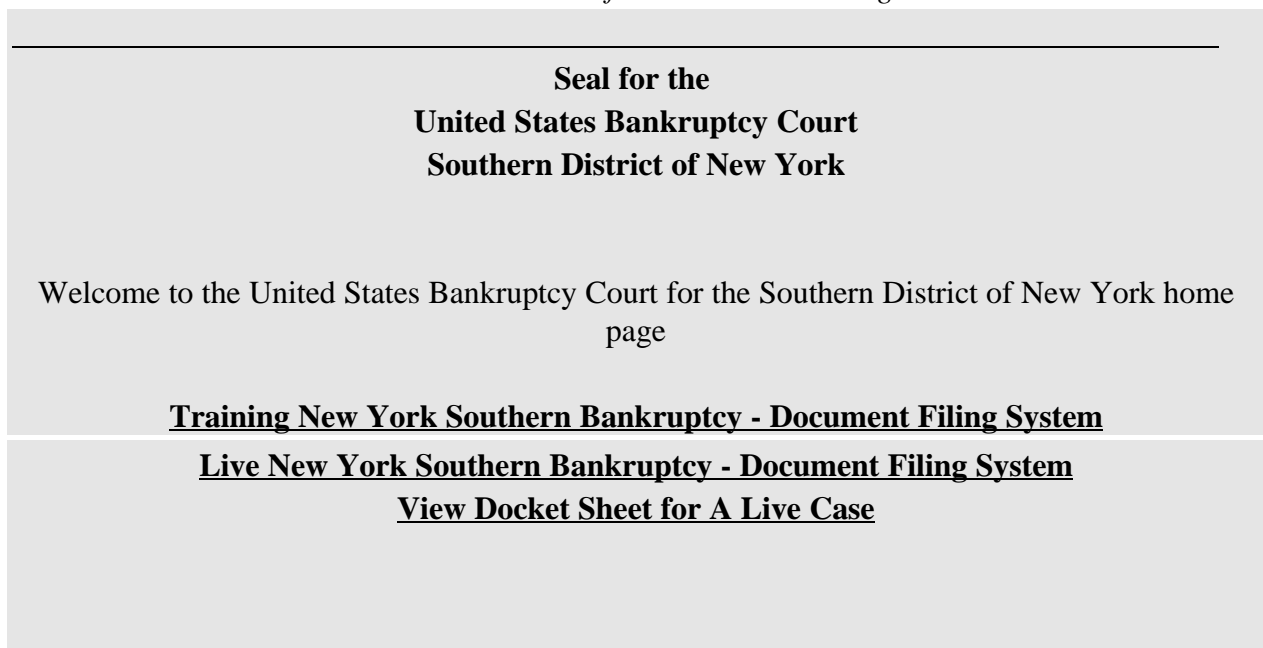
<http://www.nysb.uscourts.gov>

- ▶ A login and password is required to file a document or train to file a document, select either the ***Training*** or ***Live*** Document filing System. Note: This information is current and is available for viewing immediately after the transaction is completed.
or
- ▶ Whether or not you have a login and password, If you want to **view** a live case, select ***View Docket Sheet for a Live Case***. Note: This option is 24 hours delayed.

Note: docket entries for viewing purposes are previous day's entries. If you have a login and password which authorizes filing of a document in the court's electronic filing system, you will be able to access up-to-date information.

Exhibit 2

Southern District of New York Home Page



B. *Logging In*

The next screen is the login screen (Exhibit 3).

Exhibit 3
Southern District of New York Login Page

This is a **Restricted Web Site**; it is for authorized use only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U. S. Code. All activities and access are logged.

Login: <user log in>

Key: <user password>

[Submit] **[Clear]**

- ▶ Enter your Login and User Password in the appropriate data entry fields. Then click on the **[Submit]** button to transmit the information to the system. If an error is made before you've submitted the screen, the **[Clear]** button allows you to clear the Login and Key entries so they may be re-entered.
- ▶ If an invalid combination has been submitted, the system responds with an error message. Click on **BACK**, then re-enter your login and password.
- ▶ The entry of a valid login and key combination prompts the system to display the **Main Menu** (Exhibit 4).

Once the Main Menu Page (Exhibit 4) appears, choose from a list of **hyperlinked** options. Note that the date you last logged into the system appears at the bottom left of the Main Menu. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk, at (212) 668-2870 extension 3522 as soon as possible.

**Seal for The
United States Bankruptcy Court
Southern District of New York**

**Southern District of New York Bankruptcy Court
Official Court Electronic Document Filing System**

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to FRCP # 11 and FRBP # 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC §§152 and 3571.

Welcome to the United States Bankruptcy Court for the Southern District of New York Electronic Document Filing System. This page is for the use of attorneys and firms participating in the electronic filing system. A *Manual* for use of this system can accessed by selecting the *User Manual* option listed below. The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the *Netscape/PDF* settings option listed below.

You should become familiar with the navigation capabilities of your Netscape browser. Most screen displays in this system are split to provide a small top frame for Netscape. Review Netscape's frame capability for new navigation tips.

Choose one:

File a Document

Display A Docket Sheet

View transaction log for your Account

Create a calendar event for a Judge

Netscape/PDF Settings

Local Rules (PDF Format)

Glossary of Events for Bankruptcy (BK) and Adversary (AP) Cases (in PDF Format)

User Manual (in PDF Format)

User's Technical Bulletin Board

last login:

C. *File a Document Feature*

This option permits the filing of documents in a case. There are four basic steps involved in filing a document: (1) selecting a document type; (2) entering the case numbers for which the document is to be filed; (3) designating the parties filing the document; and (4) specifying the PDF file name for the document to be filed.

Note: Pursuant to Local Bankruptcy Rule 9070-1, a copy of all papers filed with the Court, other than proofs of claim, shall be marked “Chambers Copy” and delivered to the chambers of the assigned Judge on the same date as the papers are filed with the Clerk. For cases filed electronically, this requirement can be met by delivering or mailing a paper copy of the electronically filed document directly to the chambers of the assigned judge. **Please clearly mark such copy “Chambers Copy - ECF No. ____”.**

Each screen has the following two buttons:

- ◆ **[Clear]** clears **all** characters entered in that particular box.
- ◆ **[Submit]** accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake:

Use the **BACK** button on the Netscape screen to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

PLEASE NOTE: The symbol indicates a new screen.

1. *Filing a Petition*

This feature is not in its final form at this time. Ordinarily, a petition should be filed conventionally. If you want to submit a petition electronically, please telephone the Help Desk at (212) 668-2870, ext. 3522 for assistance. When a petition is filed electronically, the court will designate the bankruptcy judge to whom the case is assigned and advise you.

Electronic filing of a petition requires that the filer:

- (1) submit a creditor disk to the court for noticing purposes
- (2) immediately after electronically filing a petition, provide paper copies with the case number and the name of the judge assigned to:
 - ◆ United States Trustee
80 Broad Street
New York, NY 10004

- ◆ Internal Revenue Service
120 Church Street, 3rd floor
New York, NY 10008
Attention: Bankruptcy Department
- ◆ Security and Exchange Commission (2 copies)
7 World Trade Center, 13th floor
New York, NY 10007
Attention: Bankruptcy Department
- ◆ The Presiding Judge
U.S. Bankruptcy Court
One Bowling Green
New York, NY 10004

Hopefully, in the not too distant future service to the above can be accomplished electronically.

a. *Preparing a Creditor Disk*

When submitting a creditor disk, please follow the guidelines below. This will help insure the disk can be properly processed by the court:

- ◆ The name and address of each creditor should be no longer than four (4) lines; and each line should be no longer than thirty (30) characters, including spaces.
- ◆ Leave at least two (2) blank lines between creditors.
- ◆ Names and addresses should be left justified (flush against the left margin).
- ◆ Use all capital letters.
- ◆ Finally, and most importantly, save the file as an *ASCII text file*.

ASCII (pronounced *Ask-Key*) stands for American Standard Code for Information Interchange. To save a file as an ASCII text file:

- ◆ Save the document in a word processing program, and look for a prompt to select the format in which it will be saved (*e.g., Save as Type:* (or something similar)).
- ◆ Select the option that saves the document as an ASCII text file (or ASCII (DOS) text, or MS-DOS text).
- ◆ If there is a choice between *with carriage returns* or *stripped*, choose *stripped*
- ◆ Name the file: *creditor.scn*

Example:

JOHN Q. PUBLIC, DEBTOR

EDWARD NEWBERRY, D.D.S.
3038 MEADE
SAN DIEGO, CA 92116

GROSSMONT MEDICAL GROUP
5565 GROSSMONT CENTER DRIVE
LA MESA, CA 92326

GROSSMONT DISTRICT HOSPITAL
P.O. BOX 158
LA MESA, CA 92041

b. Filing Fees:

\$ 175.00*	Chapter 7 (including a \$30.00 administrative fee and \$15.00 trustee fee)
\$ 160.00*	Chapter 13 (including a \$30.00 administrative fee)
\$ 200.00	Chapter 12 (Family Farmer)
\$ 300.00	Chapter 9 (Municipality)
\$ 500.00	Section 304 (Ancillary Proceeding)
\$ 800.00	Chapter 11 (Reorganization)
\$1,000.00	Chapter 11 (Railroad)
\$ 150.00	Adversary Proceeding
\$ 105.00	Appeals: (\$5.00 for the Appeal, \$100.00 docketing fee).
\$ 100.00	Docketing of Cross Appeal
\$ 60.00	Motion: To vacate or modify the Automatic Stay To withdraw the reference To compel abandonment of property of the estate
\$ 400.00	Motion: To convert from Chapter 7 or 13 to Chapter 11
\$ 15.00	Motion: To convert (or) Notice of Voluntary Conversion to a Chapter 7
\$ 20.00	Amendment to Debtor's schedule of Creditors
\$ 20.00	Registering a Judgment from another District
\$ 20.00	Filing or indexing any paper not in a case
\$ 15.00	For a Search of Records (<i>per name or item</i>)
\$.50	For each page copied
\$ 5.00	Certification Fee
\$ 25.00	Bad check fee
\$ 25.00	Retrieval of records from Federal Record Center

Deconsolidation of a joint petition at the request of the debtor:

\$ 65.00**	Chapters 7 & 13
\$ 400.00**	Chapter 11
\$ 100.00**	Chapter 12

* Since the Administrative fee of \$30.00 must be collected at the time of filing, the first installment must be at least \$30.00 when the filing fee is paid in installments.

** The fee charged shall be equal to one-half the current filing fee for the Chapter under which the joint case was commenced.

2. *Filing a Motion or Application*

Note: When submitting a motion, application or notice of proposed order electronically, the proposed order must be submitted on paper to the judge's chambers either prior to or at the time of a hearing or before the date and time of presentment. The order should reference the motion, application or notice of presentment number obtained when the document was filed electronically. A disk containing the proposed order in a Wordperfect format should be submitted to chambers together with the paper copy of the proposed order. **Write directly on a label on the disk, the case number and the number of the motion, application or notice of proposed order to which the order on the disk relates.**

- ▶ Scroll down the Main Menu page to **Choose One**, which is: followed by a list. Click on the first choice, **File A Document**.
- ▶ Click on **Motions/Applications**.
- ▶ Click on the white box and enter the case number.
 - ▶ If the number is entered incorrectly, click on **[Clear]** to re-enter.
or
 - ▶ If the computer prompts that you entered an invalid case number, click on **BACK** to re-enter.
- ▶ When the case number is correct, click on **[Submit]**.
- ▶ Recheck whether the case number is correct. If it is incorrect, click on **BACK** to re-enter the case number.
- ▶ If it is correct, scroll down to the bottom part of the screen and click on **[Submit]**.
- ▶ This screen prompts you to select or add the name of the party for whom you are filing the motion:
 - ▶ Click on the arrow to the right of the white box to scroll through the list. If the name you're looking for appears, click on it.
 - ▶ If the name does not appear, click on **Add/create new party**.
 - ▶ Click to the left of the alphabet range which contains the first letter for a company name or, for an individual, the first letter of the party's last name.

- ▶ Click on **[Show New List]**.
- ▶ Scroll down and click on the arrow to the right of the first white box. The computer displays a list of party names in the alphabet range selected.
- ▶ If the name of the party appears, click on it.
- ▶ Scroll down using the arrow in the lower right of the screen.
- ▶ Click on the white box beneath **Select Party's role in this filing** and click on the correct role.
- ▶ Click on **[Select Party]**.

If the party's name is not on the list, click on **[Create New Party]**.

- ▶ Enter the information requested.
 - ▶ At the bottom of the screen, click on **[Submit]**.
- ▶ The next screen prompts you to select the type of motion/application being filed:
- ▶ Use the up and down arrows to the right of the white box to find the type of motion or application to be filed, and click on it.
 - ▶ If there is more than one form of relief being requested in the motion or application, press and hold down the **Ctrl** key, and click on the appropriate forms of relief sought. *(As with conventional filing, if one type of relief sought requires payment of a fee, combining that relief with other requests does not obviate the fee requirement and the fee is required for each relief sought which requires a fee.)*
 - ▶ Scroll down and click on **[Submit]**.
- ▶ The next screen prompts you to select the PDF filename of the document being filed. **The file MUST be in a PDF format with a .PDF suffix. If not, it will not be readable by the system.** If an attempt is made to upload a non-PDF file, or make a standard docket entry without also submitting a document, an error message will appear.

To submit a PDF document, either (a) enter the full path name of the document to be filed in the space provided; or, (b) click on the **[Browse]** button to navigate to the appropriate directory and file to select the document. Two very important points must be noted here:

- (1) If the path name for the file is manually entered, be sure to include the drive name, if applicable, and the full directory path (e.g. c:\docs\answr.PDF).
 - (2) To use the **[Browse]** option, use the mouse to select the directory in which the PDF version of the file is located and then select the file to be uploaded.
- ▶ If there are no attachments to the motion, click on **[Submit Document]**.
 - ▶ If there is an attachment to the motion (*e.g.* an exhibit, appendix, *etc.*):
 - ▶ Click on the box next to the words **Last Document** (above the filename box) to remove the check mark.
 - ▶ Click on **[Submit Document]**.

If there are attachments, an additional screen is displayed (**all exhibits must be attached to the motion, application or notice of proposed order**):

- ▶ Under **Type of Attachment** click on the arrow and click on the type of attachment.
 - ▶ To describe the attachment more fully, click in the **Description** box and type in the description.
 - ▶ For more than one attachment, click on the box next to **Last Attachment** to remove the check.
 - ▶ At the prompt: **Please select the PDF filename of the document you are filing**, type in the PDF name of the attachment, or click on **[Browse]** to search for it.
 - ▶ Scroll down and click on **[Submit Document]**.
 - ▶ If there are additional attachments, repeat this sequence for each one.
- ▶ If your document relates to an existing document in the case, click on the box to the left of **Does this filing relates to an existing document in this case?**.
 - ▶ If the document requires a filing fee, the next line prompts entry of the receipt number for the paid fee. Click on the white box and enter the receipt number. Remember, if multiple reliefs are requested in the Motion, the appropriate filing fee must be paid for each - *e.g.*, a motion to lift the stay and/or to convert a chapter 11 to a chapter 7 requires a \$60.00 fee for the first and a \$15.00 fee for the second.

Please note: Fees must be paid prior to electronically filing the document. For information on paying fees, see pp. 8-9 of this manual.

- ▶ Click on **Enter Hearing Time** box and enter hearing time for the motion. Then click on **AM** or **PM**. (Obtain this information from chambers prior to filing a motion.)
- ▶ Scroll down and click on **Enter Hearing Date** box and enter date of the hearing.
- ▶ Click on arrow next to **Enter Hearing Location** box and select proper location.
- ▶ If there is a date by which objections are due, click on that box and enter the date.
- ▶ Scroll down and click on **[Submit]**.

If the document being filed relates to an existing document in the case, two additional screens are displayed:

- ▶ On this screen select the type(s) of existing document(s) to which the one currently being filed relates:
 - ▶ Scroll through the list of document types using the arrows, and click on the one that applies.
 - ▶ To specify more than one existing document type, press and hold down the **Ctrl** key on your keyboard as you click on the additional ones.
 - ▶ Scroll down and click on **[Submit]**.
- ▶ On this screen select the specific existing documents to which the one currently being filed relates:
 - ▶ Scroll through the list and click on the box to the left of each pre-existing document to which the current document relates.
 - ▶ Scroll down and click on **[Submit]**.
- ▶ Refining the description of the document:
 - ▶ Click on the arrow next to the white box on the left and select the correct modifier, if necessary.
 - ▶ Click on the white box to the right and type in any additional description, if appropriate.

- ▶ Continue to click on the blank boxes to add modifiers and descriptions of additional motions/applications, if the document contains more than one.
- ▶ Click on **[Submit]**.
- ▶ Give final approval to the entry by following instructions on the screen.
- ▶ To modify a previous screen, click on **BACK** at the top of the Netscape screen to find the screen to be modified.
- ▶ Click on **[Submit]**. You must re-enter all screens from that point on.
- ▶ When you arrive at the **Final Approval** screen, if the entry is correct, scroll down and click on **Next**.
- ▶ To abort the entry, click on **BK Events** or **AP Events** to restart.

After final approval is given, the next screen displays the official filing receipt (Exhibit 5) .

- ▶ This screen gives you confirmation that the system has received the entry, and the document is now an official court document. It also tells you the date and time your transaction was received by the court, and the number assigned to the document. For future reference, please note this number on the PDF document file. Scroll down to view the entire receipt.
- ▶ To print out the receipt, click on **FILE** at the top of the Netscape screen, and select **PRINT FRAME**.

Note: It is suggested that paper copies of receipts be maintained at all times so that should questions arise, answers may be quickly obtained.

- ▶ To continue in the system, click on **Main Menu**.
- ▶ To exit the system, click on **HOME**, then click on **FILE** at the top of the Netscape screen, and select **EXIT**.

3. ***Filing Other Types of Documents***

To file a document other than a motion or application, make the appropriate selection from the File A Document menu. The screens that follow will be very similar to those described above for filing a motion.

Contact the Court's Help Desk at (212) 668-2870 extension 3522 between 8:30 AM and 5:00 PM, New York time, Monday through Friday, for assistance.

Exhibit 5
Southern District of New York Receipt

United States Bankruptcy Court
Southern District of New York

Notice of Electronic Filing

The following transaction was received from (name)
on (date) (time)

Case Name:

Case Number:

Related to Case Number:

The following document number was assigned: (number)

Docket Text: (docket text data)

The following document(s) are associated with this transaction.

Document description:

Original filename:

Electronic document stamp:

D. *Displaying a Docket Sheet*

- ▶ Click on **Reports** at the top of the Main Menu page.
This displays the Reports Menu (Exhibit 6), listing the reports that can be produced.

Exhibit 6
Southern District of New York Report Page

<ul style="list-style-type: none">■ Case(s) Reports<ul style="list-style-type: none"><u>Display a Case Docket Sheet</u><u>Listing of Cases Filed</u><u>Calendar By Case or Judge</u>■ Financial Reports<ul style="list-style-type: none"><u>Professional Fees Report by Case</u><u>Awarded Professional Fees Sorted by Recipient</u>■ Other Reports<ul style="list-style-type: none"><u>View Transaction Log</u><u>Daily Document Report</u>

- ▶ Click on **Display A Case Docket Sheet**.
- ▶ In the white box enter the case number.
 - ▶ If the number is entered incorrectly, scroll down and click on **[Clear]** to re-enter.
or
 - ▶ If the computer prompts that an invalid case number has been entered, click on **BACK** at the top of the Netscape screen to re-enter.
- ▶ Specify whether the entries should be displayed in ascending or descending document number order by clicking in the appropriate circle.
- ▶ Specify whether the entries should be displayed by filing date or entry date by clicking in the appropriate circle.
- ▶ Scroll down and click on **[Submit]**.

- ▶ The computer displays the docket sheet.
- ▶ You may scroll through by using the up and down arrows on the bar to the right of the list.
- ▶ If you want to view an actual document described on the docket sheet, click on the document number.
- ▶ You may print out the document by clicking on **FILE** at the top of the Netscape screen, selecting **PRINT FRAME**, and completing the print dialog box displayed.
- ▶ To return to the docket sheet, click on **BACK**.
- ▶ You may print out the docket sheet by clicking on **FILE** at the top of the Netscape screen, selecting **PRINT FRAME**, and completing the print dialog box displayed.
- ▶ To continue in the system, click on **Main Menu**.
- ▶ To exit the system, click on **HOME**, then click on **FILE** at the top of the Netscape screen, and select **EXIT**.

E. Displaying Other Reports

To view a report other than a docket sheet, make the appropriate selection from the Reports Menu. The screens that follow are very similar to those described above for viewing a docket sheet.

APPENDIX I

Technical Notes

Last revision: June 5, 1997

Imaging documents

The court uses the following hardware and software to convert paper documents to PDF format. Although the software is required of all electronic filing system users, any compatible hardware with adequate capacity may be used.

Hardware:

PC - Dell Pentium 133

SCANNER - HP ScanJet IIc with optional sheet feeder

SCSI card Adaptec AHA 1522B (ISA Plug and Play fast SCSI-2)

Software:

Adobe Acrobat - version 3.0

Stats:

Pages per minute 3

file size - 30K (approximately)

dots per inch - 200

KNOWN PROBLEMS

1) **Converting documents to PDF.**

If WordPerfect 5.1 or 7.0 is used to write the document, and the document is more than three pages, Adobe Acrobat will not convert all pages to the PDF format. **The converted document will have missing pages.** Use Adobe Exchange to ensure the integrity of the converted PDF document.

2) **Cannot login to the LIVE SYSTEM.**

A) A session can only be established using Netscape Navigator 3.0 or higher. **DO NOT** use America On Line's version of Netscape Navigator, or a version of Netscape Navigator lower than 3.0.

B) **Call the Court's Help Desk at 212-668-2870, extension 3522.**

- 3) To ensure the documents transmitted have arrived in their entirety, it is important to read the document after it is received by the court. This can be done by viewing the docket sheet for the case and selecting the transmitted document. The number of the transmitted document appears on your electronic filing receipt.

Glossary of Events by Category

and

Glossary of Events in Alphabetical Order

Last revision: March 17, 1997

Section A: Glossary of Events by Category

Adversary Proceedings: Answers/Responses

Answer
Answer to Complaint
Answer to Complaint & Counterclaim
Answer to Complaint & Crossclaim
Answer to Complaint with Crossclaim & Counterclaim
Answer to Third Party Complaint
Certificate of Service
Counterclaim
Reply

Adversary Proceedings: Complaint

Counterclaim
Crossclaim
Notice of Pre-trial Conference
Summons
Summons Issued

Third-Party Complaint

Third-Party Summons

Adversary Proceedings: Motions

Certificate of Service

Counterstatement of Undisputed Fact

Motion for Attachment

Motion for More Definite Statement

Motion for Preliminary Injunction

Motion for Sanctions

Motion for Summary Judgment

Motion for Temporary Restraining Order

Motion to Avoid Lien

Motion to Consolidate for Trial

Motion to Dismiss Adversary Proceeding

Motion to Dismiss Party

Motion to Intervene

Motion to Join

Motion to Sever

Statement of Undisputed Fact

Adversary Proceedings: Notices

Adversary Closed

Bill of Costs

Clerk's Entry of Default

Interrogatories

Notice of Appearance in Adversary Proceeding

Notice of Request for Interrogatories

Notice to Produce Documents

Notice to Take Depositions

Satisfaction of Judgment

Adversary Proceedings: Summons

Pre-Trial Conference

Summons

Summons and Notice of Pre-Trial Conference

Third-Party Summons

Answers/Responses

Affidavit
Affirmation
Answer to Involuntary Petition
Answer to Section 304 Petition
Consent
Declaration
Memorandum of Law
Objection
Opposition Brief
Reply
Response
Statement
Statement of No Objection

Appeals

Civil Cover Sheet
Counter Designation (appellee)
Cross-Appeal (fee)
Designation of Contents (appellant)
District Court Rule 9 Statement
In Forma Pauperis Application
Motion for Leave to Appeal
Motion for Stay Pending Appeal
Notice of Appeal (fee)
Request for Stay Pending Appeal
Statement of Issues
Transcript
Transmittal of Addendum-Appeal Record

Claim Actions

Acknowledgment of Transfer FRBP 3001(e)1
Acknowledgment of Transfer FRBP 3001(e)3
Certificate of Mailing to Claims Agent
Motion for Reclamation of Claim
Motion to Allow Claims
Motion to Expunge Claims
Motion to Reclassify Claims
Motion to Reduce Claims

Motion to Set Last Day to File Administrative Claims
Motion to Set Last Day to File Proofs of Claim
Notice to Transferor
Objection Notice FRBP 3001(e) 24
Objection to Claims
Objection to Transfer
Transfer Agreement FRBP 3001(e)
Withdrawal of Claim

Others (Only Court Use)

Affidavit
Affidavit of Service
Amendment to Schedules
Appraisal
Auctioneer Report of Sale
Certificate of Mailing
Certificate of Service
Clerk's Certificate of Default
Default Judgment
District Court Rule 9 Statement
Exhibit
Installment fee paid
Findings of Fact & Conclusions of Law
Interrogatories
Involuntary Petition
Judgment
Letter
Matrix
Mediator's Final Report
Notice of Conventional Filing
Post-Confirmation Report
Schedules
Statement of Undisputed Facts
Stipulation
Summons Service Executed
Summons Service Unexecuted
Transcript
Voluntary Petition (Chapter 11)
~Generic~ Application
~Generic~ Motion

Others (All Users)

Affidavit
Affidavit of Service
Amendment to Schedules
Appraisal
Auctioneer's Report of Sale
Certificate of Mailing
Certificate of Service
District Court Rule 9 Statement
Exhibit
Findings of Fact & Conclusions of Law
Interrogatories
Letter
Matrix
Mediator's Final Report
Operating Report
Schedules
Statement of Undisputed Facts
Stipulation
Summons Service Executed
Summons Service Unexecuted
Transcript
Voluntary Petition (Chapter 11)

Application/Motion

Application for Appointment of Chapter 11 Examiner
Application for Appointment of Chapter 11 Trustee
Application for Ex Parte Relief
Application for Final Professional Compensation
Application for FRBP 2004 Examination
Application for Interim Professional Compensation
Application for Pro Hac Vice Admission
Application to Appoint
Application to Employ
Application to Extend Time to File Schedules
Application to Pay Taxes
Motion for Adequate Protection
Motion for Adjournment

Motion for Examination
Motion for Joint Administration
Motion for Mediation
Motion for More Definite Statement
Motion for Payment of Administrative Expenses
Motion for Preliminary Injunction
Motion for Protective Order
Motion for Reargument FRCP 59
Motion for Relief from Stay (fee)
Motion for Sanctions
Motion for Stay Pending Appeal
Motion for Summary Judgment
Motion for Temporary Restraining Order
Motion for Turnover
Motion to Add Creditors (fee)
Motion to Allow Claims
Motion to Allow Payment of Arrearage
Motion to Amend
Motion to Amend Caption (fee)
Motion to Appoint
Motion to Appoint Committee
Motion to Appoint Examiner
Motion to Appoint Trustee
Motion to Approve
Motion to Approve Compromise
Motion to Approve Debtor in Possession Financing
Motion to Approve Use of Cash Collateral
Motion to Assume
Motion to Authorize
Motion to Borrow
Motion to Compel
Motion to Compel Abandonment of Property (fee)
Motion to Consolidate for Trial
Motion to Convert Case 11 to 13
Motion to Convert Case 11 to 7 (fee)
Motion to Convert Case 7 to 11 (fee)
Motion to Deposit Funds
Motion to Determine Tax Liability
Motion to Disallow Claims
Motion to Disband Committee
Motion to Dismiss Case
Motion to Dismiss Involuntary Petition

Motion to Disqualify
Motion to Expunge Claims
Motion to Extend Time
Motion to File Under Seal
Motion to Hold/Punish for Contempt
Motion to Intervene
Motion to Join
Motion to Limit Notice
Motion to Pay Creditors
Motion to Pay Taxes
Motion to Pay Unclaimed Dividends
Motion to Prohibit Use of Cash Collateral
Motion to Quash A Subpoena
Motion to Reclassify Claims
Motion to Reconsider FRCP 60 or FRBP 3008
Motion to Reduce Claims
Motion to Reject
Motion to Reopen Case
Motion to Sell Free & Clear of Liens
Motion to Set Last Day to File Proofs of Claim
Motion to Sever
Motion to Shorten Time
Motion to Substantively Consolidate
Motion to Substitute Attorney
Motion to Transfer Venue
Motion to Vacate
Motion to Withdraw as Attorney
Motion to Withdraw the Reference (fee)

Notices

Affidavit of Service
Certificate of Service
Notice Appointing Creditors Committee
Notice Appointing Examiner
Notice Appointing Trustee
Notice of Abandonment of Property
Notice of Adjournment of Hearing
Notice of Appearance
Notice of Certification of Publication
Notice of Counter-Proposed Order

Notice of Deposit of Unclaimed Dividends
Notice of Dismissal
Notice of Distribution
Notice of Enforcement of Lien
Notice of Entry
Notice of Entry of Judgment
Notice of Hearing
Notice of Inability to Serve as Trustee or Examiner
Notice of Meeting of Creditors
Notice of Motion to Set Hearing
Notice of No Objection
Notice of Objection to Claims
Notice of Possible Dividends
Notice of Proposed Distribution
Notice of Proposed Order
Notice of Settlement of an Order
Notice of Voluntary Conversion
Notice to Add Creditors
Notice to File Schedules
Notice to Produce Documents
Notice to Take Depositions

Orders (Only Court Use)

Abstention Order
Decision & Order
Judgment
Order Allowing Compensation
Order Allowing Payment Installment fee
Order Appointing Mediator
Order Approving Disclosure Statement
Order Approving Settlement
Order Confirming Chapter 11 Plan
Order Confirming Sale
Order Denying Confirmation of Plan
Order Denying Approval of Disclosure Statement
Order Directing Mediation
Order Discharging Trustee
Order Extending Time To File Schedules
Order for Relief

Order of Final Decree
Order Reopening Case
Order Sealing
Order Section 304 Petition
Order Setting Bond
Order Setting Last Day to File Claims
Order Setting Last Day to File Administrative Claims
Order Subrogating Claims
Order to Deposit Funds
Order to File Disclosure Statement and Plan
Order to File Schedules
Order to Show Cause
Order Transferring venue
Order Vacating an Order
Opinion
Memorandum Decision
Post Confirmation Order and Notice
Preliminary Injunction Order
Scheduling Order
So Ordered (Stipulation)
Temporary Restraining Order (TRO)
Unsigned Order
~Generic~ Order

Plan

Amended Disclosure Statement
Amended Plan
Certification of Ballots
Chapter 11 Plan
Disclosure Statement
Objection to Amended Disclosure Statement
Objection to Confirmation of Amended Plan
Objection to Confirmation of Plan
Objection to Disclosure Statement

U. S. Trustee/Trustee

Appointment of Chapter 11 Trustee
Appointment of Examiner

Appointment of Official Committee
Appointment of Official Creditor's Committee
Bond
Certificate of Publication
Certificate of Trustee Acceptance
Closing Report-Chapter 7 Asset
Notice of Appointment of Successor Trustee
Notice of Appointment of Trustee
Statement of Operations
Supersedeas Bond
Trustee's Affidavit of Distribution
Trustee's Chapter 11 Final Report & Acct.
Trustee's Interim Report
Trustee's Inventory
Trustee's No Distribution Report
Trustee's Report Concerning Claims
Trustee's Report of Sale

Section B: Glossary of Events in Alphabetical Order

<u>Event</u>	<u>Category</u>
(A)	
Abstention Order	Orders
Acknowledgment of Transfer FRBP 3001(e)1	Claim Action
Acknowledgment of Transfer FRBP 3001(e)3	Claim Action
Adversary Closed	AP
Affidavit	Answers
Affidavit	Others (Court)
Affidavit	Others (All Users)
Affidavit of Service	Others (Court)
Affidavit of Service	Others (All Users)
Affidavit of Service	Notices
Affirmation	Answers
Amended Disclosure Statement	Plan
Amended Plan	Plan
Amendment to Schedules	Others (Court)
Amendment to Schedules	Others (All Users)
Answer	AP: Answers
Answer to Complaint	AP: Answers
Answer to Complaint & Counterclaim	AP: Answers
Answer to Complaint & Crossclaim	AP: Answers
Answer to Complaint with Crossclaim & Counterclaim	AP: Answers
Answer to Involuntary Petition	Answers
Answer to Section 304 Petition	Answers
Answer to Third Party Complaint	AP: Answers
Application for Appointment of Chapter 11 Examiner	Application/Motion
Application for Appointment of Chapter 11 Trustee	Application/Motion
Application for Ex Parte Relief	Application/Motion
Application for Final Professional Compensation	Application/Motion
Application for FRBP 2004 Examination	Application/Motion
Application for Interim Professional Compensation	Application/Motion
Application for Pro Hac Vice Admission	Application/Motion
Application to Appoint	Application/Motion
Application to Employ	Application/Motion
Application to Extend Time to File Schedules	Application/Motion
Application to Pay Taxes	Application/Motion

Appointment of Chapter 11 Trustee	U.STrustee/trustee
Appointment of Examiner	U.STrustee/trustee
Appointment of Official Committee	U.STrustee/trustee
Appointment of Official Creditor's Committee	U.STrustee/trustee
Appraisal	Others (Court)
Appraisal	Others (All Users)
Auctioneer's Report of Sale	Others (Court)
Auctioneer's Report of Sale	Others (All Users)

(B)

Bill of Costs	AP: Notices
Bond	U.STrustee/trustee

(C)

Certificate of Mailing	Others (Court)
Certificate of Mailing	Others (All Users)
Certificate of Mailing to Claims Agent	Claim Action
Certificate of Publication	U.STrustee/trustee
Certificate of Service	AP: Answers
Certificate of Service	AP: Motions
Certificate of Service	Others (Court)
Certificate of Service	Others (All Users)
Certificate of Service	Notices
Certificate of Trustee Acceptance	U.STrustee/trustee
Certification of Ballots	Plan
Chapter 11 Plan	Plan
Civil Cover Sheet	Appeals
Clerk's Certificate of Default	Others (Court)
Clerk's Entry of Default	AP: Notices
Closing Report-Chapter 7 Asset	Trustee
Consent	Answers
Counter Designation (appellee)	Appeals
Counterclaim	AP: Answers
Counterclaim	AP: Complaint
Counterstatement of Undisputed Fact	AP: Motions

Cross-Appeal (fee)
Crossclaim
Crossclaim

Appeals
AP: Answers
AP: Complaint

(D)

Decision & Order
Declaration
Default Judgment
Designation of Contents (appellant)
Disclosure Statement
District Court Rule 9 Statement
District Court Rule 9 Statement
District Court Rule 9 Statement

Order
Answers/Response
Others (Court)
Appeals
Plan
Appeals
Others (Court)
Others (All Users)

(E)

Exhibit
Exhibit

Others (Court)
Others (All Users)

(F)

Findings of Fact & Conclusions of Law
Findings of Fact & Conclusions of Law

Others (Court)
Others (All Users)

(I)

In Forma Pauperis Application
Installment fee paid
Interrogatories
Interrogatories
Interrogatories
Involuntary Petition

Appeals
Other (Court)
AP: Notices
Others (Court)
Others (All Users)
Others (Court)

(J)

Judgment
Judgment

Others (Court)
Orders

(L)

Letter

Others (Court& All Users)

(M)

Matrix
Mediator's Final Report
Mediator's Final Report
Memorandum Decision
Memorandum of Law
Motion for Adequate Protection
Motion for Adjournment
Motion for Attachment
Motion for Examination
Motion for Joint Administration
Motion for Leave to Appeal
Motion for Mediation
Motion for More Definite Statement
Motion for More Definite Statement
Motion for Payment of Administrative Expenses
Motion for Preliminary Injunction
Motion for Preliminary Injunction
Motion for Protective Order
Motion for Reargument FRCP 59
Motion for Reclamation of Claim
Motion for Relief from Stay (fee)
Motion for Sanctions
Motion for Sanctions
Motion for Stay Pending Appeal
Motion for Stay Pending Appeal
Motion for Summary Judgment
Motion for Summary Judgment
Motion for Temporary Restraining Order
Motion for Temporary Restraining Order

Other (Court & All Users)
Others (Court)
Others (All Users)
Order

Answers

Application/Motion
Application/Motion
AP: Motions
Application/Motion
Application/Motion
Appeals
Application/Motion
AP: Motions
Application/Motion
Application/Motion
AP: Motions
Application/Motion
Application/Motion
Application/Motion
Claim Action
Application/Motion
AP: Motions
Application/Motion
Appeals
Application/Motion
AP: Motions
Application/Motion
AP: Motions
Application/Motion

Motion for Turnover	Application/Motion
Motion to Add Creditors (fee)	Application/Motion
Motion to Allow Claims	Claim Action
Motion to Allow Claims	Application/Motion
Motion to Allow Payment of Arrearage	Application/Motion
Motion to Amend	Application/Motion
Motion to Amend Caption (fee)	Application/Motion
Motion to Appoint	Application/Motion
Motion to Appoint Committee	Application/Motion
Motion to Appoint Examiner	Application/Motion
Motion to Appoint Trustee	Application/Motion
Motion to Approve	Application/Motion
Motion to Approve Compromise	Application/Motion
Motion to Approve Debtor in Possession Financing	Application/Motion
Motion to Approve Use of Cash Collateral	Application/Motion
Motion to Assume	Application/Motion
Motion to Authorize	Application/Motion
Motion to Avoid Lien	AP: Motions
Motion to Borrow	Application/Motion
Motion to Compel	Application/Motion
Motion to Compel Abandonment of Property (fee)	Application/Motion
Motion to Consolidate for Trial	AP: Motions
Motion to Consolidate for Trial	Application/Motion
Motion to Convert Case 11 to 13	Application/Motion
Motion to Convert Case 11 to 7 (fee)	Application/Motion
Motion to Convert Case 7 to 11 (fee)	Application/Motion
Motion to Deposit Funds	Application/Motion
Motion to Determine Tax Liability	Application/Motion
Motion to Disallow Claims	Application/Motion
Motion to Disband Committee	Application/Motion
Motion to Dismiss Adversary Proceeding	AP: Motions
Motion to Dismiss Case	Application/Motion
Motion to Dismiss Involuntary Petition	Application/Motion
Motion to Dismiss Party	AP: Motions
Motion to Disqualify	Application/Motion
Motion to Expunge Claims	Claim Action
Motion to Expunge Claims	Application/Motion
Motion to Extend Time	Application/Motion
Motion to File Under Seal	Application/Motion
Motion to Hold/Punish for Contempt	Application/Motion
Motion to Intervene	AP: Motions
Motion to Intervene	Application/Motion

Motion to Join	AP: Motions
Motion to Join	Application/Motion
Motion to Limit Notice	Application/Motion
Motion to Pay Creditors	Application/Motion
Motion to Pay Taxes	Application/Motion
Motion to Pay Unclaimed Dividends	Application/Motion
Motion to Prohibit Use of Cash Collateral	Application/Motion
Motion to Quash A Subpoena	Application/Motion
Motion to Reclassify Claims	Claim Action
Motion to Reclassify Claims	Application/Motion
Motion to Reconsider FRCP 60 FRBP 3008	Application/Motion
Motion to Reduce Claims	Claim Action
Motion to Reduce Claims	Application/Motion
Motion to Reject	Application/Motion
Motion to Reopen Case	Application/Motion
Motion to Sell Free & Clear of Liens	Application/Motion
Motion to Set Last Day to File Administrative Claims	Claim Action
Motion to Set Last Day to File Proofs of Claim	Claim Action
Motion to Set Last Day to File Proofs of Claim	Application/Motion
Motion to Sever	AP: Motions
Motion to Sever	Application/Motion
Motion to Shorten Time	Application/Motion
Motion to Substantively Consolidate	Application/Motion
Motion to Substitute Attorney	Application/Motion
Motion to Transfer Venue	Application/Motion
Motion to Vacate	Application/Motion
Motion to Withdraw as Attorney	Application/Motion
Motion to Withdraw the Reference (fee)	Application/Motion

(N)

Notice Appointing Creditors Committee	Notices
Notice Appointing Examiner	Notices
Notice Appointing Trustee	Notices
Notice of Abandonment of Property	Notices
Notice of Adjournment of Hearing	Notices

Notice of Appeal (fee)	Appeals
Notice of Appearance	Notices
Notice of Appearance in Adversary Proceeding	AP: Notices
Notice of Appointment of Successor Trustee	U.S.Trustee/trustee
Notice of Appointment of Trustee	U.S.Trustee/trustee
Notice of Certification of Publication	Notices
Notice of Conventional Filing	Others (Court)
Notice of Counter-Proposed Order	Notices
Notice of Deposit of Unclaimed Dividends	Notices
Notice of Dismissal	Notices
Notice of Distribution	Notices
Notice of Enforcement of Lien	Notices
Notice of Entry	Notices
Notice of Entry of Judgment	Notices
Notice of Hearing	Notices
Notice of Inability to Serve as Trustee or Examiner	Notices
Notice of Meeting of Creditors	Notices
Notice of Motion to Set Hearing	Notices
Notice of No Objection	Notices
Notice of Objection to Claims	Notices
Notice of Pre-Trial Conference	AP: Complaint
Notice of Possible Dividends	Notices
Notice of Proposed Distribution	Notices
Notice of Proposed Order	Notices
Notice of Request for Interrogatories	AP: Notices
Notice of Settlement of an Order	Notices
Notice of Voluntary Conversion	Notices
Notice to Add Creditors	Notices
Notice to File Schedules	Notices
Notice to Produce Documents	AP: Notices
Notice to Produce Documents	Notices
Notice to Take Depositions	AP: Notices
Notice to Take Depositions	Notices
Notice to Transferor	Claim Action

(O)

Objection	Answers
Objection Notice FRBP 3001(e) 24	Claim Action
Objection to Amended Disclosure Statement	Plan

Objection to Claims		Claim Action
Objection to Confirmation of Amended Plan	Plan	
Objection to Confirmation of Plan		Plan
Objection to Disclosure Statement		Plan
Objection to Transfer		Claim Action
Operating Report		Others (All Users)
Opinion		Orders
Opposition Brief		Answers
Order Allowing Payment Installment Fee		Orders
Order Allowing Compensation		Orders
Order Appointing Mediator		Orders
Order Approving Disclosure Statement		Orders
Order Approving Settlement		Orders
Order Confirming Chapter 11 Plan		Orders
Order Confirming Sale		Orders
Order Denying Confirmation of Plan	Orders	
Order Denying Approval of Disclosure Statement		Orders
Order Directing Mediation		Orders
Order Discharging Trustee		Orders
Order Extending Time to File Schedules		Orders
Order for Relief		Orders
Order of Final Decree	Orders	
Order Reopening Case		Orders
Order Sealing		Orders
Order Section 304 Petition		Order
Order Setting Bond		Orders
Order Setting Last Day to File Claims		Orders
Order Setting Last Day to File Administrative Claims		Order
Order Subrogating Claims		Orders
Order to Deposit Funds		Orders
Order to File Disclosure Statement and Plan		Orders
Order to File Schedules		Orders
Order to Show Cause		Orders
Order Transferring Venue		Orders
Order Vacating an Order		Orders

(P)

Post-Confirmation Report	Others (Court)
Post Confirmation Order and Notice	Orders

Pre-Trial Conference
Preliminary Injunction Order

AP: Summons
Orders

(R)

Reply
Reply
Request for Stay Pending Appeal
Response

AP: Answers
Answers
Appeals
Answers

(S)

Satisfaction of Judgment
Schedules
Schedules
Scheduling Order
So Ordered (Stipulation)
Statement
Statement of Issues
Statement of No Objection
Statement of Operations
Statement of Undisputed Fact
Statement of Undisputed Facts
Statement of Undisputed Facts
Stipulation
Stipulation
Summons
Summons
Summons and Notice of Pre-Trial Conference
Summons Issued
Summons Service Executed
Summons Service Executed
Summons Service Unexecuted
Summons Service Unexecuted
Supersedeas Bond

AP: Notices
Others (Court)
Others (All Users)
Orders
Orders
Answers
Appeals
Answers
Trustee
AP: Motions
Others (Court)
Others (All Users)
Others (Court)
Others (All Users)
AP:Summons
AP:Complaint
AP:Complaint
AP: Complaint
Others (Court)
Others (All Users)
Others (Court)
Others (All Users)
U.S.Trustee/trustee

(T)

Temporary Restraining Order (TRO)	Order
Third-Party Complaint	AP: Complaint
Third-Party Summons	AP: Summons
Third-Party Summons	AP: Complaint
Transcript	Appeals
Transcript	Others (Court)
Transcript	Others (All Users)
Transfer Agreement FRBP 3001(e)	Claim Action
Transmittal of Addendum-Appeal Record	Appeals
Trustee's Affidavit of Distribution	U.STrustee/trustee
Trustee's Chapter 11 Final Report & Acct.	U.STrustee/trustee
Trustee's Interim Report	U.STrustee/trustee
Trustee's Inventory	U.STrustee/trustee
Trustee's No Distribution Report	U.STrustee/trustee
Trustee's Report Concerning Claims	U.STrustee/trustee
Trustee's Report of Sale	U.STrustee/trustee

(U)

Unsigned Order	order
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(V)

Voluntary Petition (Chapter 11)	Others (Court)
Voluntary Petition (Chapter 11)	Others (All Users)

(W)

Withdrawal of Claim	Claim Action
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(Generic)

~Generic~ Application	Others (Court)
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~Generic~ Motion

~Generic~ Notice

~Generic~ Order

Others (Court)

Others (Court)

order